

BUILDING: ☐High School ☐Junior High ☐Morris Schott ☐Saddle Mountain ☐Mattawa Elementary

REASON FOR VOLUNTEERING: _____

Wahluke School District #73
411 E Saddle Mt Dr
Mattawa, WA 99349
Phone (509) 932-4565 FAX (509) 932-4571
Website: www.wahluke.net

Welcome to the Wahluke School District
and thank you for volunteering your time and efforts for the benefit of kids!

It is the prime responsibility of the District to provide a safe learning environment for our students. Because of this responsibility, we ask that you complete the attached information requests and return the forms to the building principal or secretary prior to beginning your voluntary service. As indicated on the Application/Information request form, a name and birth date background check will be conducted on our volunteers. We hope that you understand our need to conduct these checks.

Volunteers are an extension of our staff and therefore are expected to follow the same rules and code of conduct as our employed staff. We have provided some District rules that you may not be aware of. Further building-specific information will be provided by each principal and/or secretary.

We have developed three categories of volunteer service and the corresponding background check requirements:

- 1) Regularly Scheduled Service – those individuals that volunteer on a regular basis- one or more times per week- and work directly with children, possibly without supervision. Fingerprint checks are required. Contact the Administration Office to set a fingerprint appointment time.
- 2) Occasional Service – those individuals that volunteer approximately once a month and who may work directly with children. A Washington State Patrol background check is required. This check will be done by the Administration Office with the information provided on the Volunteer Information Request Form.
- 3) Special Event Participation Service – those individuals that may volunteer for specific events such as field trips, etc. periodically during the school year. These individuals will provide chaperone-type assistance and will not have unsupervised contact with students. A Washington State Patrol background check is required. This check will be done by the Administration Office with the information provided on the Volunteer Information Request Form.

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The Wahluke School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, religion, creed, color, sex, sexual orientation including gender identity or expression, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, age, or honorably discharged veteran or military status. This holds true for all programs and services. The District provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to lleitz@wahluke.net, Equity and Civil Rights, jespindola@wahluke.net, Title IX Director, or Section 504/ADA coordinator gcalaway@wahluke.net at (509)932-4565.

WAHLUKE SCHOOL DISTRICT IS A SMOKE-FREE, DRUG-FREE, AND DISCRIMINATION-FREE WORKPLACE. (Policy #5336, #5258)

APPLICANT DISCLOSURE STATEMENT: Pursuant to Chapter 486, Laws of 1987, all applicants and prospective volunteers must complete the disclosure form provided by Human Resource Department at the time of application.

BACKGROUND CHECK ON RECOMMENDED CANDIDATE: A reference check inquiry will also be made by Human Resource Department on recommended candidates. In accordance with RCW 43.43.830, all school employees and volunteers that will have access to children are required to have a Washington State Patrol criminal background check, which may include fingerprints.

HARASSMENT, INTIMIDATION, BULLYING AND CYBER-BULLYING POLICY & PROCEDURE FOR VOLUNTEERS:

The Wahluke School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence. Report occurrences to the building administrator.

Definitions

Aggressor means a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Harassment, intimidation or bullying means an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. And are available at each school building.

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above.

(Revised 10-2023)

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Volunteer Information Request Form

Name: _____
Last, First, Middle – Must use full legal name as shown on your driver's license or state ID.

Present Address: _____ **Phone Number:** _____
Street // P.O. Box
Alternate Phone Number: _____

City: _____ **State:** _____ **Zip Code:** _____

Date of Birth _____

Other names under which records may be listed _____

Are you bilingual and /or biliterate [] yes [] no
What language? _____

Criminal Convictions:

Have you, within the past seven years been released from prison or been convicted on any offense that involved child abuse, child molesting, assault, rape, coercion, embezzlement, fraud, stealing, robbery, extortion, blackmail or any crime which involved drugs:
[] yes [] no
if yes, please explain the nature of the crime, place, date: _____

The Wahluke School District will conduct a background check by the Washington State Patrol. Continued service is contingent upon a successful background check.

Verification of Authenticity:

I authorize investigation of all statements contained in this information request. I understand that misrepresentation or omission of facts called for hereon will be sufficient cause for cancellation of consideration for service to the school district. I understand that a background check will be verified before service begins.

I understand the activities for which I may perform may involve an element of risk and agree to hold the Wahluke School District harmless against all claims, loss, or liability.

Signature of Volunteer: _____ **Date:** _____

Thank you for filling out this information and for your service to the Wahluke School District.

WAHLUKE SCHOOL DISTRICT #73
APPLICANT DISCLOSURE FORM PURSUANT TO RCW 43.43.830

In accordance with RCW 43.43.830, applicants and prospective volunteers are required to complete this disclosure form. In addition, applicants who have been offered employment or volunteer assignments as outlined in said law, will be required to complete a **REQUEST FOR CRIMINAL HISTORY** form, possibly including fingerprinting. These requests will be forwarded to the Washington State Patrol for disclosure of any applicable charges or findings. Applicants may be employed on a conditional basis pending completion of such background investigation. Volunteers will be retained on the same conditional basis.

Answer yes or no to each listed item. If the answer is yes to any item, explain in the area provided, indicating the charge or finding, date, and the court(s) involved.

1. Have you ever been convicted of any crimes against persons as defined in RCW 43.43.830 and listed as follows: aggravated murder; first, second or third degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree rape; first, second or third degree statutory rape; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; malicious harassment; first, second or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distributing erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; or any of these crimes as they may be renamed in the future?

{ } yes { } no if yes, please explain

2. Have you ever been found in any dependency action under RCW 13.34.030 (2)(b) to have sexually assaulted or exploited any minor or to have physically abused any minor?

{ } yes { } no if yes, please explain

3. Have you ever been found by a court in a domestic relations proceeding under Title 26 RCW to have sexually abused or exploited any minor or to have physically abused any minor?

{ } yes { } no if yes, please explain

4. Have you ever been found in any disciplinary board final decision to have sexually abused or exploited any minor or to have physically abused a minor?

{ } yes { } no if yes, please explain

5. Have you been convicted in the past 10 (ten) years of any crime: felony or misdemeanor?

{ } yes { } no if yes, cite and describe each incident on separate piece of paper.

I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing statements are true and correct. Furthermore, I understand that my continued employment is conditional upon the fingerprinting and background checks that the Wahluke School District will conduct.

Volunteer Signature

Date